

How to Get Email Under Quota with Thunderbird

Create Local Folders

When you have a lot of email you need to keep, the best thing is to scroll down to the bottom of the list of folders, to "Local Folders." Any folders you create or copy here live on your local machine, and don't count against your quota. Now, because they're no longer on the server, this does mean that they're only accessible on your local machine. Since your archives are important, it also means that you should develop a regular backup strategy, since you don't want to risk losing them if your computer crashes. For ideas on how and when to backup, see our [backup helpsheet](#).

Sort by Size to find and delete emails with LARGE attachments

To sort by size, click on the little "window pane" button directly above the scrollbar in the messages pane. This will give you a listing of columns; those with a check mark are currently displayed. Select "Size," and the size column will appear. Now if you click on the header for the size column, your messages will be sorted by size, and you can work on the big ones first.

It is also possible to display the size and number of messages in each folder, so you know what's taking up the most space. To do this, go to Tools>Options>Advanced>General, and check off "Show expanded columns in the folder pane." You will now have a button above the scrollbar in the folder pane that'll allow you to display the size of each folder and the number of messages in it.

Delete / Detach Attachments

To delete or detach attachments from an email message, select the message and go to File > Attachments and select the attachment you wish to delete or detach. You can also select "Detach All" or "Delete All" if a message has multiple attachments. Detaching and attachment will prompt you to save prior to removal from the email message. Delete will simply remove the attachment from the message. In either case you will no longer have the attachment taking up quota space!

Create Filters to "File" Your Email For You!

To create a filter, go to Tools>Message Filters..., and click on new to create a new filter. You can choose which criteria to match, and where you want to move messages that match those criteria. This is most commonly used to dump listserv messages in a special folder, or to automatically send messages older than say, six months, to local folders. Most often you'll want to run filters on your inbox, but you can choose to apply a filter to any folder you want after you hit ok.